

Addendum 1

Loads and unloads outgoing and incoming shipments of office and household furniture and equipment, as well as moving furniture to and from storage areas using load handling equipment such as lift trucks and pallet jacks. Incumbent sources items from storage areas and prepares them for loading into trucks for deliveries according to instructions provided by the Warehouse Foreman, and other supervisory personnel. Additionally, he/she will be required to open and unpack boxes, storage crates, and/or break down pallet loads, and works with property accounting personnel to place identification/inventory stickers on household and other items as required. Applies protective wrapping to items to be stored within the warehouse, and assists in allocating storage areas to properly store and protect U.S. Government property. Also assists in conducting household, office and supplies inventories. 95%

Assists in conducting household, office, and supplies inventories. 5%